

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTION NO.  
LI 1-2

LI 1-2  
ORGANIZATION  
Revised 15 April 1974

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SUBJECT: Mission, Functions, and Delegation of Authority, Procurement  
Division, Office of Logistics

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1. MISSION

Procure or exercise technical staff supervision over the procurement of equipment, supplies, and nonpersonal services required to support Agency activities.

2. FUNCTIONS

The Chief, Procurement Division, Office of Logistics (C/PD/OL), or, in his absence, the Acting Chief, shall:

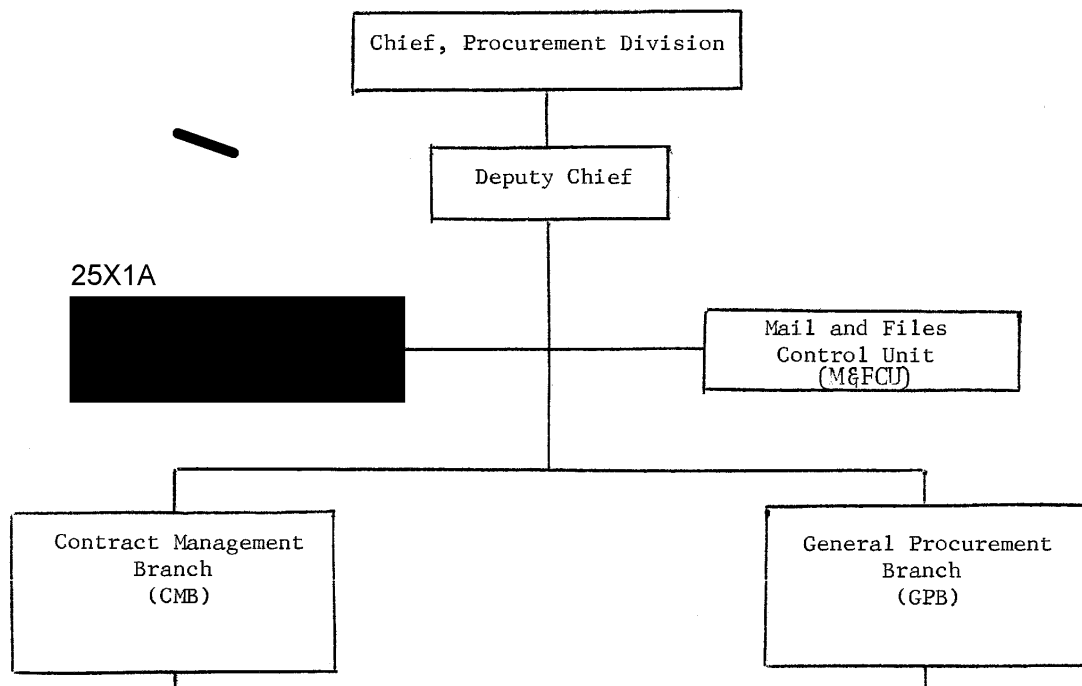
- a. Participate as a member of the staff of the Director of Logistics (D/L) in all procurement matters and programs involving the over-all planning and direction of PD/OL.
- b. Execute and administer all Agency procurement programs and activities assigned to PD/OL and ensure that these are accomplished in the best interest of the Agency and the Government, conforming to applicable laws and regulations, and in accordance with sound business practices.
- c. Develop, train, and maintain an efficient procurement staff.
- d. Exercise contracting officer authority, as delegated herein.
- e. Coordinate, where necessary, all legal and security aspects incident to procurement transactions with the Office of General Counsel and with the Security Staff, OL.
- f. Ensure that proposed contract actions falling within the criteria set forth in [REDACTED] are reviewed by the Agency Contract Review Board.

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OFFICE OF LOGISTICS  
PROCUREMENT DIVISION



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3. AUTHORITY

- a. In conjunction with his assigned mission, the C/PD/OL, or, in his absence, the Acting Chief, is delegated authority to:
  - (1) Execute contracts and other procurement instruments written in accordance with separate delegation from the D/L.
  - (2) Approve requests for field procurement of equipment and supplies including regulated items.
  - (3) Approve advances of funds for use within PD/OL and approve accountings and expenditures therefor.
- b. Any of the specific authorities itemized above may be redelegated to other PD/OL personnel by C/PD/OL. One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer, OL.

4. ORGANIZATION

See Organization Chart on page 2.

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FRANCIS J. VAN DAMM  
Director of Logistics

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